



Foreign Affairs Manual

3 FAH-1 — Personnel Operations Handbook

Change Transmittal: POH-138

Date: September 15, 2009

3 FAH-1 H-3740 EMERGENCY VISITATION TRAVEL (EVT)

Changes

1. **3 FAH-1 H-3740, Emergency Visitation Travel (EVT)**, is new. Therefore, the material will not be shown in *italic* and *dark magenta* in this issuance. These regulations contain procedures and samples for each type of EVT travel:
 - Medical EVT
 - Death EVT
 - Eldercare EVT
 - Unusual personal hardship EVT
 - Unaccompanied post EVT
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remain in place.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old page 3 FAH-1 H-3740 Unassigned (TL:POH-64, 02-28-2001; 1 page) and replace it with new subchapter 3 FAH-1 H-3740 (23 pages).
2. After inserting the handbook in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:POH-138, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(HR/ER/WLP)